

RFP-15-060 - Real Estate Strategic Planning and Tenant Brokerage Services - State Response to Question Submissions

	RFP or Attachment Document Name	Page or Section #	Question	Response
1	RFP 15-060	Section 1.4 Scope of Work (A)	Can portions of the respondents work (such as portfolio data or lease abstract analysis) be conducted off-shore?	Yes
2	RFP 15-060	Section 1.4 Scope of Work (A)	Is the goal of the project to centralize the utilization and management efforts of IDOA's portfolio, or to create a facility-by-facility utilization report to reduce or avoid short to intermediate-term operating costs (a tactical, "bottom's up" approach)?	A goal of this RFP is to create utilization reports for various owned and leased facilities that identify inefficiencies. It is the responsibility of the vendor to create a strategic plan that eliminates these inefficiencies. For this purpose, the State is open to solutions that include centralization, in addition to other suggested process/portfolio improvement strategies.
3	RFP 15-060	Section 1.4 Scope of Work (A), Page 3	Is the data contained in the Annual Lease Report complete (representing 100% of in-scope buildings that are to be analyzed under proposed project) and available in Excel or another format that can be manipulated? Is a detailed report of all owned properties available to be provided to respondent(s)?	The analysis of the selected vendor will focus on the leases contained in the Annual Lease Report and the Indiana Government Center buildings (North and South). An Excel file of the information contained in the Annual Lease Report will be posted to the RFP website; however, a detailed report of owned properties is not available.
4	RFP 15-060	Section 1.4 Scope of Work (A)	Beyond what is contained in the Annual Lease Report, what additional facility-level data is readily available related to: a) Type of facility and current vs. intended use (functions)? Multi or single tenant buildings? b) Costs beyond just lease cost (maintenance, utilities, capital projects, operating expenses, janitorial, taxes, etc.)? c) Lease abstracts (type of lease, service level contracts that may reveal costs associated with unique properties/agencies)?	The State can provide square footage of Government Center Buildings. Indiana Government Center North - Approx. 853,643sq/ft. and Indiana Government Center South - Approx. 1,085,855sq/ft.
5	RFP 15-060	Section 1.4 Scope of Work (A)	Is the above-referenced additional data in a central electronic repository, or does it exist as paper files dispersed across various agencies? Or is it a mix of both? Is a percentage estimate available for this breakdown? Can you advise how many different sources we will need to contact to gather all necessary data for this analysis, and what the data and information collection process would entail?	The data referenced above is in multiple repositories.
6	RFP 15-060	Section 1.4 Scope of Work (A)	Will IDOA work through a dedicated real estate broker for relevant market data that will be shared with respondents once project is awarded, or will respondents need to acquire that information independently?	The selected Respondent shall provide market research and data for the purposes of performing the strategic plan.
7	RFP 15-060	Section 1.4 Scope of Work (A)	Are there documented State or IDOA standards related to space configuration, utilization, life safety & security and other areas? Does IDOA maintain a standards compliance registry for those facilities that are in scope of this project? Can vendors have access to such standards?	There are standards at the IDOA website, however, the State is open to exploring new standards.
8	RFP 15-060	Section 1.4 Scope of Work (A)	Is there a standard space/facility auditing process for each facility under scope of this project? What information is captured in such audits and how recent is that information? Have any specialty audits or studies been conducted in the past that we could reference, to gain context of the current/recent state?	A standard space/facility auditing process does not exist for each facility under this scope of work.
9	RFP	Page 3 of 22, §1.4, Scope of Work A & B	In the event two separate vendors are engaged (one for each scope of work), what mechanisms or quality assurance measures will the State use to determine the output from Scope of Work B results in the expectations defined in Scope of Work A?	The State will review responses and determine mechanisms for output.
10	RFP	Page 3 of 22, §1.4, Strategic Plan, Responsibility of the Vendor	For cost/benefit purposes, can the selected vendor work with the State to apply professional judgment in determining a threshold for the leased location site visits? For example, the cost to perform site visits for small properties located in rural areas may exceed any potential benefit.	Yes
11	RFP	Page 3 of 22, §1.4, Strategic Plan, Responsibility of the Vendor	For vendors to more accurately prepare pricing and technical responses to Scope of Work A, can the State please provide the list of Indiana Government Center buildings, as described in "Based upon the information provided by IDOA and the respective state agency, the Vendor shall develop individual space audit reports for each lease location and the Indiana Government Center buildings"?	Indiana Government Center North - Approx. 853,643 sq/ft. and Indiana Government Center South - Approx. 1,085,855sq/ft.
12	RFP	Page 4 of 22, §1.4, Strategic Plan, Scope of Work B	In terms of the current vendor contracts, how has the State managed compensation based on: 1.) A commission amount per completed transaction to be paid by the Lessor, and 2.) The possible event when Landlords are unwilling to pay brokerage fees for a renewal?	The current contract is a no cost contract and payment is commission based per completed transaction. The State does not have a mechanism for compensating the vendor in a scenario in which a landlord is not willing to pay commissions.
13	RFP	Page 4 of 22, §1.4, Strategic Plan, Scope of Work B	How does the State anticipate compensating a vendor should savings be achieved in Scope of Work B that are considered non-commissionable items, as a result of implementing Scope of Work A?	The State will review responses and determine the best ideas for compensation.
14	RFP	Page 4 of 22, §1.4, Strategic Plan, Scope of Work B	Please confirm the management structure of Scope of Work B. Will each State agency have a single point of contact (SPOC) for all real estate activities, or will the State have a SPOC and vendor who will work directly with the local management for each State agency location?	The selected vendor will work with IDOA and a single point of contact for each individual agency to perform the scope of work.
15	RFP	Page 5 of 22, §1.4, Strategic Plan, Scope of Work B, #13	In terms of the current vendor contracts, what roles and responsibilities do the existing vendors have with designers, A/E firms, and contractors RF?	The majority of current contracts are lease transaction based.
16	RFP	Page 5 of 22, §1.4, Strategic Plan, Scope of Work B, Lease Administration	How does the State see these responsibilities listed in Scope of Work B different from the current lease administration model served internally? Additionally, how will the existing lease administration function be handled once the State engages a vendor?	The State does not anticipate the requirements of Scope of Work B to be substantially different from those of the current model; however, the State is open to ideas and suggested improvements. It is intended that the selected vendor perform lease administration.
17	RFP	Page 6 of 22, Conflict of Interest; Attachment J Conflict of Interest Statement	Relating to the conflict of interest provision, does the vendor prohibition exempt buildings where the vendor is the listing agent, provided there is full disclosure and consent by the State in advance?	The State will not prohibit a location based solely on the vendor being the listing agent; however, the vendor is required to provide complete disclosure, as well as full justification that the proposed agency lease in the location is in the best interest of the State.
18	RFP	Page 9 of 22, §1.14	Given that the strategic plan (both interim and final) has a specific deadline, please provide the anticipated responsibilities of the selected vendor for the remainder of the three-year, 2 one-year option, contract term.	The State does not anticipate any additional responsibilities after the completion of the Strategic Plan.

19	RFP	Page 18, 2.7 Buy Indiana Initiative/Indiana Company	If a vendor has an affiliated entity that is an Indiana business under Buy Indiana, which entity will perform services in partnership with the vendor, and the vendor is not an Indiana business, will the State award any points under the Buy Indiana scoring?	No. Buy Indiana applies only to the prime respondent.
20	RFP	General	How does the State track compliance with contractual percentages of MBE/WBE/VBE under the existing vendor contracts? What are the actual percentages for MBE/WBE/VBE during 2013 and 2014?	Personnel of the MWBE Division confirm with sub-contractor commitment organizations to ensure compliance periodically after contract execution.
21	RFP	General	Given that disposition services are not provided in either Scope of Work, and the potential opportunity for these services upon completion of Scope of Work A, how will the State handle such services going forward? Will the State release a separate RFP for these services?	The State intends to release a RFP for Disposition Services.
22	Attachment H Cost Template	Cells L:22-31; O:22 -31 "State Rebate"	These cells are not editable within the template. Please confirm the State intends for vendors to be able fill in the "State Refund" portion by providing an updated, editable, template.	The Respondent is to enter information in the yellow shaded cells only. The respective "State Rebate" column for each compensation model will automatically populate once the respondent's percentage/dollar are entered. The "State Rebate" shall be the remaining transactional commission net of the Respondent's compensation.
23	Attachment H Cost Template	General	Will the State consider alternative pricing proposals that may be more advantageous for the State, and if so, how will that be factored into the scoring?	The Respondent may submit alternative compensation models, but must also submit information for one of the compensation models provided in Attachment H. Alternative compensation models must be clearly and completely explained and provide all mathematical formulas related to calculation. In addition, alternative compensation models must be applied to the example leases provided in Attachment H so that the Respondent's compensation and the State's rebate are calculated for each.
24	RFP Document, 15-060.pdf	General	Can you clarify how the State will determine whether the resulting contract is awarded to one firm exclusively or split between two firms?	The proposals for each scope of work will be collectively evaluated apart from the other scope of work according to Section 3 of the RFP. The results of the two evaluations will be used to determine whether a joint or split award is in the best interest of the State.
25	RFP Document, 15-060.pdf	Top of Page 7 and Sections 1.21, 1.22	The RFP states that separate M/W/IVBE commitment forms be submitted for each respective scope of work. Do the stated 8% Minority, 8% Women and 3% Indiana Veterans Business Enterprise goals represent the <u>total</u> subcontracting goals across both scopes of work (e.g. a <u>total</u> between the two scopes of 8% / 8% / 3%), or are they required for <u>each</u> respective scope (e.g. 8% / 8 % / 3% for <u>each</u> scope of work)?	An expected participation of 8% (MWBE) and 3% (IVBE) for each separate scope of work.
26	Response forms AD.docx, AE.docx, AF.docx	General	Regarding the response forms for Business Proposal and for Technical Proposals, please clarify how external materials such as financial statements, resumes and other documents should be submitted in terms of format, file naming, et al.	If at all possible, please provide the information legibly in the appropriate answer field of each document. If this is not possible, please provide the information or additional materials by referencing each as an attachment in the appropriate answer field and including the attachment with your proposal. Please ensure that all documents, pictures, diagrams, etc. are legible and clearly marked and titled.